

2014 Unclaimed Safe Deposit Box Identification Form

STATE OF WISCONSIN • Department of Revenue • Unclaimed Property

Mail to: Wisconsin Department of Revenue, PO Box 8982, Madison WI 53708

A Holder Name:	C Report Year:
B Tax ID Number:	D Safe Deposit Box Number:

E Branch Where Property Was Held		
BRANCH NAME		
STREET OR PO BOX		
CITY	STATE	ZIP CODE

F Amount Due Holder	
TYPE	AMOUNT
Drilling	\$ _____
Unpaid Rent	\$ _____
Other	\$ _____
Total \$	=====

G Owner(s) Information			
LAST NAME	FIRST NAME	MIDDLE	TAX ID #
LAST NAME	FIRST NAME	MIDDLE	TAX ID #

H Owner's Mailing Address			I Date of Abandonment
STREET OR PO BOX			MONTH, DAY, YEAR
CITY	STATE	ZIP CODE	

CHECKLIST TO DELIVER SAFE DEPOSIT BOX CONTENTS

1. Official bank inventory in envelope.
2. Unclaimed Safe Deposit Box Identification Form completed and attached to OUTSIDE of envelope.
3. Deliver to Wisconsin Department of Revenue between the dates of February 1 - 15, 2015.

Safe Deposit Box Reporting Instructions

STATE OF WISCONSIN • Department of Revenue • Unclaimed Property

How to Report:

Abandoned safe deposit boxes are reported on your annual unclaimed property report due by November 1 of each year. See [Holder Reporting](#) on wismissingmoney.com for additional information. The report is filed electronically and should include the following information:

- Name of owner(s) and appropriate relationship code
 - JT – joint tenants
 - PR – primary owner
 - PO – power of attorney
- Last known address of owner(s)
- Tax identification number of owner(s)
- Last contact date OR date the box rental period expired
- Box number and branch where box was located may be added to “Description” field of reporting software
- Add the value of the past due rent and/or drilling fees due holder

Note: Do not use Form UPC-120, *Unclaimed Safe Deposit Box Identification Form* to report the property. This form is only used when remitting the contents of the safe deposit boxes to the Department of Revenue.

When to Remit:

1. Safe deposit box contents are to be delivered to the Wisconsin Department of Revenue during the period of **February 1 through 15, 2015**. Along with the contents:
 - Include a copy of the verified bank inventory sheet with each bag of contents
 - Attach a completed Form UCP-120 (or equivalent) to the outside of the envelope containing the safe deposit box contents.
2. All currency must be sent intact (do not deposit and issue bank check).

NOTE Any safe deposit boxes containing weapons **MUST** be clearly marked.

Instructions for Form UCP-120:

- A Enter the complete name of the holder
- B Enter Holder's Tax I.D. number (e.g., FEIN, EIN, SSN)
- C Enter the reporting year (e.g., for the period July 1, 2013 through June 30, 2014, enter 2014)
- D Enter the safe deposit box number
- E Enter the name and address for the branch where the safe deposit box contents were held
- F Enter the amounts due the holder, including past due rent and drilling fees due holder
- G Enter the name(s) of the owner(s) and the owner's Tax I.D. number if available
- H Enter the owner's last known mailing address
- I Enter the date of abandonment (last contact date or the date the box rental period expired)